TIPS ON CHART

The following are some tips to aid you in using CHART to apply for Navy jobs.

Tip #1.   To apply for a vacancy announcement, you must be logged into your account within CHART. It is important that you first use "My Status" and "My Job Interests" to confirm that you have an active resume on file in the region where you want to apply for another position. If you have an active resume on file, open a vacancy announcement and use the Apply Now button to send your existing resume to an announcement. Apply Now has replaced Application Express. Apply Now is the process that allows you to apply for additional announcements in the same Center or Centers where your resumes are currently active. You simply click on the Apply Now button located at the bottom of each announcement and read the instructions provided on the next screen. Your active resume will be reused for that job announcement.

If you do not have an active resume on file, open the same announcement, click on the Apply Now button at the bottom of the announcement and click on the highlighted "Go to My Resume" message and submit your new resume to the Resumix database. The process to flow your resume into the Resumix database can take up to two workdays. If you want to apply for additional positions using your resume, you need to wait the two days otherwise your request does not attach to your resume.

Tip #2.   Open the vacancy announcement completely. When opened completely, you should only see one scroll bar on your screen.

Tip #3.   Confirm any resume activity in "My Notices". If you submitted a new resume, the confirmation should read, "Submitted your resume to HRSC NORTHEAST to apply for Announcement No. XXXX, Position Title on the announcement." If you used Apply Now with your current active resume, confirmation should read, "Requested to use your current resume on file at HRSC NORTHEAST to apply for Announcement No. XXXX, Position Title on the Announcement.

Tip #4.   Keep track of your resume through "My Status". Your resume becomes unavailable/inactive if: (1) it is more than one year old; (2) you are hired/promoted permanently in any position via a Resumix certificate; (3) you leave the NE Region; (4) you request to have your resume removed. In addition, if you submit a new resume for an announcement, it will replace the previously available resume, thus making the first resume unavailable. The new resume is now considered the active and available resume. Using "My Status" keeps you informed about the outcome of your applications. Among other things, "My Status" will inform you whether you were referred or if the position has been filled.

Tip #5.   Resumes submitted for announcements that have the letters 'IN', 'DE' or 'NR' at the beginning or end of the announcement number are not currently processed in the Resumix database at HRSC-NE or tracked in the CHART system. No results from these announcements will appear in the "My Status" area of CHART.

Tip #6.   If you wish to apply to a vacancy in a region where you do not have a resume on file, you will need to submit a new resume to that region. You will follow the same process as usual when submitting a new resume, but you will also need to ensure that you have your geographic preferences for the new region selected.

Tip #7.   Look around! Read the Quick Tips and all other information on the website. There is a sample resume, resume tips, an explanation of the One Resume Policy and more, located under Applicant Information. There are Frequently Asked Questions (FAQs) that provide further information about the recruiting process. Should your questions about the website not be addressed in this wealth of information, or if you have any technical problems, use the Contact the Webmaster link at the bottom of the CHART main screen. The Webmaster will respond to your problems, usually within one business day.

Tip #8.   When developing your resume, save your work frequently. Like all computer systems, there may be momentary disruptions that interrupt your session.

Tip #9.   Be aware that there are periods of time when the CHART website, like all websites, is unavailable due to planned maintenance and unforeseen problems such as power outages, repairs, and your own equipment and service provider issues. You should plan accordingly. Don't delay submitting your application to the closing date of the announcement. Keep your resume current and your review or the "My Status" section regular and recurring.